



# Commercial And Government Entity (CAGE)

Helpful Tips



## Helpful Tips

This presentation will provide CAGE and System for Award Management (SAM) tips to help you achieve an active status with SAM.



# Commercial And Government Entity (CAGE) (Authoritative source for all CAGE data)

## WHAT IS A CAGE CODE?

- The CAGE code is the Department of Defense's unique identifier for contractors and suppliers doing business with the Federal Government, NATO member nations, and other foreign governments.
- The Defense Logistics Agency (DLA) Commercial and Government (CAGE) office is the authoritative source for the assignment and maintenance of CAGE codes. The CAGE code is a component in the Federal Catalog System (FCS) that provides the world-wide logistics community with a potential source of supply on manufacturers' part numbers recorded in the Federal Logistics Information System (FLIS).
- CAGE is used to identify a physical location or entity in support of a number of DOD and Federal agency acquisition processes. DOD uses the CAGE code to support procurement acquisition and payments.
- CAGE identifies the source of supply on over fourteen million reference numbers in the FCS.



# Commercial And Government Entity (CAGE) Code

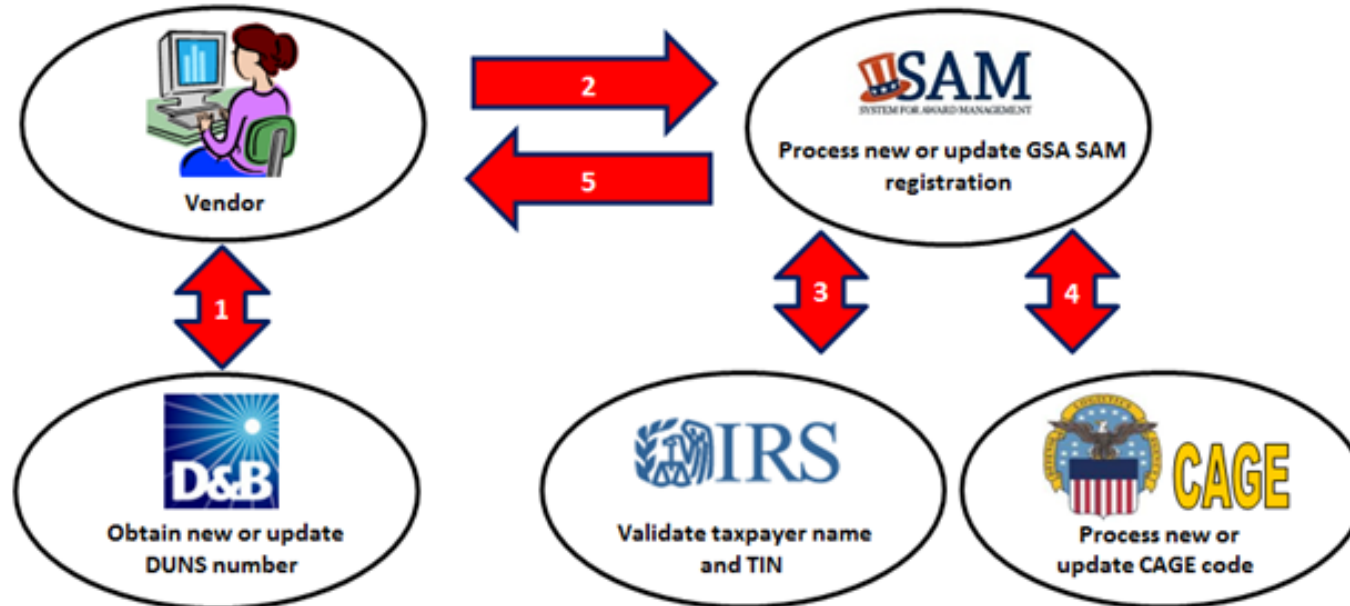
## HOW IS A CAGE CODE USED?

- CAGE Code is used in:
  - DOD Procurement of Goods and Services
  - Contract Management
  - Finance
  - Facility Clearances
  - Cataloging
  - Government engineering or other entities governing Military Specifications
  - Assignment of DOD Activity Address Codes (DODAAC)
  - Grant Management
  - HUD Properties
- FAQ's can be found at <http://www.logisticsinformationservice.dla.mil/CAGETier3/faqs.asp>
- Contact CAGE: [cagemail@dlamail.mil](mailto:cagemail@dlamail.mil)





# Vendor Registration Process



1. Vendor registers with Dun & Bradstreet (D&B).
2. Vendor registers in the GSA System for Award Management (SAM).
3. Registration is sent to IRS for validation – registration is returned to SAM.
4. Registration is sent to CAGE for screening and prevention of potential counterfeit and debarred sources, and validation of name and address – registration is returned to SAM.
5. Vendor is notified when registration is Active and eligible to apply for Federal contracts and/or grant awards.



## Registration Notes

- **Mandate** – FAR 4.1102; 'Prospective contractors shall be registered in the System for Award Management (SAM) prior to award of a contract or agreement'.

*SAM replaced the Central Contractor Registration on 7/30/2012.*

- **Step 1** – Vendor contacts D&B to obtain a DUNS number (on-line or telephone). One to two business days to obtain a DUNS number. One to five days if updates (name or address change) are made to an existing DUNS number.
- **Step 2** – Vendor creates a user account in SAM ([www.sam.gov](http://www.sam.gov)) and then registers their DUNS number by entering all mandatory data elements. For those seeking Federal contracts, this includes completing all sections of the SAM registration: Core Data, Assertions, Representations and Certifications, and Points of Contact. Registration may take up to four hours.
- **Step 3** – SAM validates the TIN information with the IRS. Validation may take up to five days. Establishing and activating a new TIN with the IRS may take up to five weeks.



## Registration Notes

- **Step 4** – SAM sends vendor data to CAGE for assignment of a new or maintenance of an existing CAGE code. The record is screened for duplicates: Company Name, Address, and Telephone Number.
  - The record is processed automatically and a new CAGE code is assigned or an existing CAGE code is renewed.
  - The record is flagged for manual review by the CAGE technician when the record fails the duplicate screening edits. The customer is contacted via telephone or email for additional verification or to request name change documentation.
  - The CAGE technician has up to 10 business days to process the registration.
  - The processed record is returned to SAM (Monday through Friday).
- **Step 5** – SAM sends a notification to the vendor that their registration is Active in SAM making them eligible to apply for Federal contracts and/or grants.



# Registration Notes

Registration Processing Scenarios:	Step 1	Step 2	Step 3	Step 4	Step 5	TOTAL
New Registration - Minimum Validation	1-2 days	1 day	1-5 days	1 day	1 day	5-10 days
New Registration - Medium Validation	1-2 days	1 day	1-5 days	1-5 days	1 day	5-14 days
New Registration - Maximum Validation	1-2 days	1 day	1-25 days	1-10 days	1 day	5-39 days
Update Registration - Minimum Validation	1-2 days	1 day	1-5 days	1 day	1 day	5-10 days
Update Registration - Medium Validation	1-2 days	1 day	1-5 days	1-5 days	1 day	5-14 days
Update Registration - Maximum Validation	1-5 days	1 day	1-5 days	1-10 days	1 day	5-22 days

## Help Desk and Registration Assistance:

**Federal Service Desk (SAM)** is available Monday – Friday 8am – 8pm ET

United States 866-606-8220

International 334-206-7828

**DLA Customer Interaction Center (CAGE)** is available 24 hours/day, 7 days/week

United States 877-352-2255

International 269-961-7766





## Who Do I Call for Assistance?

- **ISSUES with:** DUNS number, Legal Business Name, DBA, or Physical Address
- **Contact Dun & Bradstreet:** U.S. (866) 705-5711, Int'l (703) 807-5733
- **ISSUES with:** Submitting your SAM registration
- **Contact Federal Service Desk (FSD):** U.S. (866) 606-8220, Int'l (334) 206-7828
- **ISSUES with:** Failed IRS validation
- **Contact IRS:** 866-255-0654 opt. 4
- **ISSUES with:** Pending Entity of more than 10 days or failed validation in CAGE
- **Contact DLA Customer Interaction Center:** U.S. (877) 352-2255  
Int'l (269) 961-7766
- **NOTE:** *If you have been contacted by DLA CAGE via email or phone respond within five (5) days with the requested information.*
- **ISSUES with:** International Registrants requiring updates to NCAGE Code data
- **Contact NCB:** National Codification Bureau. Locate your country's NCB contact information at:  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>



# Start the SAM Process and Get Registered with Dun & Bradstreet

<http://fedgov.dnb.com/webform>

Data Universal Numbering System (DUNS) is a unique 9-digit number that is administered by Dun and Bradstreet (D&B) and is a required data element for all registrants in SAM.

**D&B DUNS Numbers™**  
for US Government  
Contractors & Grantees

Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

**Click here to request your D-U-N-S Number via the Web.** If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)



# How to Set up a Sole-Proprietor Format

Legal Business Name (LBN):  
Last Name, First Name **OR** First Name, Last Name

Doing Business As (DBA):  
The Name of the Company

Legal Business Name  
In DBA Field

## Entity Information

**Name:** Last Name, First Name or First Name, Last Name

**Doing Business As:** SAM's Helpers

**Business Type:** Business or Organization

**POC Name:** None Specified

**Registration Status:** Active

**Expiration Date:** 04/03/2014



## Entity Changes Require Documentation

To process a Name Change or Buyout/Merger in SAM, CAGE documentation is required. CAGE will request and accept one or more of the following types of documentation for processing.

- Articles of Incorporation
- Articles of Organization
- Articles of Amendment
- Asset Buyout or Merger Documentation
- Documentation from the Secretary of State
- Signed Contract Modification/Novation from Contracting Office

CAGE will contact the Government Business POC via telephone or email for additional verification or to request specific documentation needed for processing. Vendor response is required within five (5) days.





## What is HUD?

- **Definition:** Housing and Urban Development.
- **How do I know if this pertains to me?** If you are the Owner of an assisted housing entity or if you are the Management Office receiving project-based assistance from HUD.
- **How to Set up in SAM as Management Office:**  
The Legal Business Name (LBN) and the Physical Address on the SAM Registration must be that of the Management Office.
- **How to Set up in SAM as Owner:**  
“If” the property (house, apartment complex, etc) receives the HUD Money, then the Legal Business Name and the Physical Address on the SAM Registration must be that of the property.

**NOTE:** The Physical Addresses must reflect the LBN not the DBA.



## NEVER make up your own CAGE code.

### For Domestic Registrations:

- If you **NEED** a CAGE code, one will be assigned to you during the SAM registration process.
- If you **HAVE** a CAGE Code, it will be identified and applied to your SAM entity record.

### For Foreign Registrations:

- You must **FIRST** obtain an NCAGE code before registering with SAM. Request a CAGE code on the NATO website.

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>



## What is a DUNS +4?

- **Definition:** DUNS +4 is an option for organizations with multiple divisions or operating units to register at the same physical location.
- **Bank Accounts:** Multiple bank accounts can be entered in SAM for the same DUNS registration. The vendor can add four additional characters (alphanumeric) of their choice to their DUNS to identify each additional account.
- **CAGE Code:** Each DUNS +4 will be assigned an individual CAGE code for contract and remittance purposes only. The vendor must first have an active SAM account before the DUNS +4 can be added.

**NOTE:** Any additional physical locations for the same entity must obtain separate DUNS numbers from Dun & Bradstreet and register separately in SAM.



## Creating a DUNS Plus 4 Refer to Support Guide

<https://www.logisticsinformationservice.dla.mil/CAGETier3/supportguides.asp>

This Support Guide will offer information on adding multiple bank accounts.

- **Additional +4:** Once all additional DUNS +4's have been added you may proceed to the Entity Review page to submit.
- **NOTE:** Once submitted no additional updates can be made to the registration until the Entity DUNS and all the additional DUNS + 4's have been processed through CAGE to active status.





# Assign a Government Business POC

The Government Business POC will be contacted for CAGE registration issues.

Government Business POC	
Title:	<input type="text"/>
First Name: *	<input type="text" value="Your"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Name"/>
Email: *	<input type="text" value="Youremail@email.com"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (XXX)XXX-XXXX
Extension:	<input type="text"/> XXXXXXX
Non US Phone:	<input type="text"/> XXXX-XXXXXXXXXXXX
US Fax:	<input type="text"/> (XXX)XXX-XXXX
Notes:	<input type="text"/>
Address Line 1: *	<input type="text" value="Your address"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>

DLA CAGE will contact GOVT POC  
for any questions

The Government POC must  
have the ability to enter  
into contractual agreements  
with the Federal  
Government.



# Address Change For Domestic Entities

- For All Physical Address Changes: Update your profile to new address.
- Contact D&B for United States (866) 705-5711 or <http://fedgov.dnb.com/webform>
- After 48-72 hours log into SAM. Go to the D&B section and select the D&B Refresh Data Button to update the address.

**Page Description**  
Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

*If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.*

**REFRESH D&B DATA**

Details Entered by the user		Details returned from D&B	
DUNS:	999999999	DUNS:	999999999
Legal Business Name:	Your company	Legal Business Name:	Your company
Doing Business As:	Your company	Doing Business As:	Your company
Address Line 1:	Your address	Address Line	Your address
Address Line 2:		Address Line 2:	
City:	Your city	City:	Your city
State:	Your state	State:	Your state
ZIP/Postal Cod	Your zip code	ZIP/Postal C	Your zip code
Country:	Your country	Country:	Your country





# Address Change For **Foreign** Entities

- For All Physical Address Changes: Update your profile to new address.
- Contact D&B for International <http://fedgov.dnb.com/webform>
- Contact NATO Commercial NATO Point of Contact for your country
  - <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
- After 48-72 hours log into SAM. Go to the D&B section and select the D&B Refresh Data Button to update the address.

*If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.*

**REFRESH D&B DATA**

Details Entered by the user		Details returned from D&B	
DUNS:	999999999	DUNS:	999999999
Legal Business Name:	Your company	Legal Business Name:	Your company
Doing Business As:	Your company	Doing Business As:	Your company
Address Line 1:	Your address	Address Line 1:	Your address
Address Line 2:		Address Line 2:	
City:	Your city	City:	Your city
State:		State:	
ZIP/Postal Code:	Your zip	ZIP/Postal Code:	Your zip
Country:	Your country	Country:	Your country





# Name Change For Domestic Entities

- For Legal Business Name Changes or Doing Business As (DBA) Changes: Update your profile to new address.
- Contact D&B for United States (866) 705-5711 or <http://fedgov.dnb.com/webform>
- After 48-72 hours log into SAM. Go to the D&B section and select the D&B Refresh Data Button to update the address.

Page Description  
Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

**REFRESH D&B DATA**

Details Entered by the user		Details returned from D&B	
DUNS:	999999999	DUNS:	999999999
Legal Business Name:	Your company	Legal Business Name:	Your company
Doing Business As:	Your company	Doing Business As:	Your company
Address Line	Your address	Address Line	Your address
Address Line 2:		Address Line 2:	
City:	Your city	City:	Your city
State:	Your state	State:	Your state
ZIP/Postal C	Your zip code	ZIP/Postal C	Your zip code
Country:	Your country	Country:	Your country







# Name Change For Foreign Entities

- For Legal Business Name Changes or Doing Business As (DBA) Changes:  
Update your profile to new address.
- Contact D&B for International <http://fedgov.dnb.com/webform>
- Contact NATO Commercial NATO Point of Contact for your country
  - <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
- After 48-72 hours log into SAM. Go to the D&B section and select the D&B Refresh Data Button to update the address.

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REFRESH D&B DATA

Details Entered by the user		Details returned from D&B	
DUNS:	999999999	DUNS:	999999999
Legal Business Name:	Your company	Legal Business Name:	Your company
Doing Business As:	Your company	Doing Business As:	Your company
Address Line 1:	Your address	Address Line 1:	Your address
Address Line 2:		Address Line 2:	
City:	Your city	City:	Your city
State:		State:	
ZIP/Postal Code:	Your zip	ZIP/Postal Code:	Your zip
Country:	Your country	Country:	Your country



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